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AR-0-2263

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SEP 9 - 1952

MEMORANDUM FOR: Assistant Deputy Director (Administration)

SUBJECT : Project [] your 19 August 1952 25X1A2D1
Memorandum

1. The coordination of subject project with the Public Buildings Service and the Office of Communications has brought to light the following:

a. The Public Buildings Service estimate of construction costs of \$624,000.00, submitted prior to the completion of detailed plans, is considered by the Office of Communications to be far too high. This consideration is based on experience such as [] etc.

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b. Public Buildings Service have indicated that working drawings for subject project will be available for review by this Agency on 15 September 1952. Subsequent to our review and approval, which would take approximately fifteen days, a thirty day period will be required from the solicitation of bids for the receipt and review of such bids, establishing a potential contract award date soon after 1 November 1952.

2. In view of the feeling on the part of the Office of Communications that the estimated figure is far too unrealistic for submission to the Project Review Committee for consideration, it is the intent of this Office to follow the procedure indicated in paragraph 1b above. In following this course of action it will be necessary for rapid Project Review Committee action once the bids have been received, as in most cases bids of this kind usually remain valid for only a period of approximately two weeks after submission.

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3. Every effort will be made to expedite this activity in keeping with the desires of the Assistant Director for Communications. This entire matter, including this letter, has been and will continue to be coordinated with the Office of Communications.

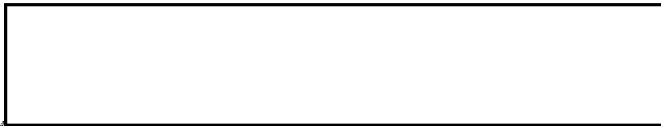
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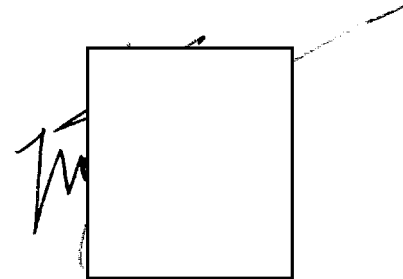
for JAMES A. GARRISON
Chief of Procurement and Supply

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CONCURRENCE:



Office of Communications



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